

AGENDA SUMMARY PAGE

AUDIT OVERSIGHT COMMITTEE MEETING OF: OCTOBER 15, 2009

DEPARTMENT: CITY AUDITOR'S OFFICE

DIRECTOR: RADFORD SNELDING

☐ Consent ☒ Discussion

SUBJECT:

Discussion and possible action on the Audit of Planning & Development - Case Planning Division (0701-0910-04)

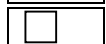
Fiscal Impact



No Impact



Augmentation Required



Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

To review the audit report Audit of Planning & Development - Case Planning Division (0701-0910-04).

This audit was part of the authorized Audit Plan FY 2009 - 2010.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Audit of Planning & Development - Case Planning Division (0701-0910-04)
2. Submitted at Meeting – PowerPoint Slides 29-35 by City Auditor

Motion made by STEVE WOLFSON to Accept the report

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

STEVE WOLFSON, MICHAEL W. KERN, LOIS TARKANIAN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-PAUL WORKMAN, JOSE TRONCOSO)

Minutes:

Utilizing the submitted PowerPoint, Senior Internal Auditor Bryan Smith paraphrased Slides 29-35 to give his report on the audit of Planning and Development, Case Planning Division. He acknowledged the Planning and Development's Director, Margo Wheeler, and staff members Doug Rankin and Denise Kaplan, who were present and thanked them, as well as other staff members and the Planning Commissioners, for their assistance and support in completing this audit.

Mr. Smith commented on the primary functions of Case Planning, the objectives and findings of this audit. The scope of the audit was limited to the operations of the Case Planning Division, and detailed testing of records was primarily limited to transactions during the fiscal year 2009.

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The audit revealed the need for improvement in some areas of Case Planning's operations, such as: a) improved standard operating procedures, b) less redundancy in staff reports and less duplication of supporting documentation, c) increased distribution of electronic documentation and d) the creation and implementation of formalized procedures for reviewing compliance of paper documentation files with the document retention policy upon final action on land use applications. In addition, certain data fields are being used incorrectly, and there is a need for improved key performance measures that appropriately reflect the achievements of the Case Planning Division. Enhancements are also needed in how feedback from City departments, government agencies and the public is obtained and evaluated.

In expressing his appreciation, Chairman Kern pointed out how these audit reports are a testament to staff's experience, maturity and ability to work with each department.

Margo Wheeler, Director of Planning and Development, stated it was a pleasure working with Mr. Smith. He is knowledgeable, thorough and very professional. She appreciated having the audit done and agrees with its findings.

